

**SECRET**

STANDARD FORM NO. 64

**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 3 December 1957

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**FROM :** Chief, Operations Support Faculty

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**SUBJECT:** Weekly Report No. 49, 26 November - 3 December 1957

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1. [ ] PP Training Office, spent about one and a half hours conferring with [ ] regarding our coverage of Agency Correspondence. [ ] has apparently been assigned the job of making a survey of what is taught in relation to what is needed in order to pull together some material for new employees reporting to DD/P (PP) without previous training and who will have the responsibility of preparing Agency correspondence. We gave her a complete list of source material used in our presentations and also referred her to [ ] office for further information concerning Agency Correspondence practices taught in Clerical Training.

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2. On 2 December [ ] Office of Personnel, and [ ] attended the EOD Orientation which is presented weekly by the Office of Personnel for new employees. Their attendance was prompted by [ ] comment during an earlier conference with [ ] that new members seem uninformed on certain of their employee benefits and privileges, e.g., performance ratings as reported in Part I of the Fitness Report, compensation rights under the Federal Employees Compensation Act, etc. These particular points were mentioned in the Orientation. However, following the presentation, [ ] met with [ ] Chief, Employee Services Branch, who is responsible for the EOD Orientation and suggested more explicit coverage of certain employee benefits. Also, [ ] offered some suggestions for increasing the effectiveness of the presentation. [ ] welcomed all the recommendations.

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3. [ ] conferred jointly with [ ] Executive Officer and [ ] Deputy Director for Planning and Career Development, Office of Personnel, concerning the revised Personnel Support lecture. Special attention was focused on the problem of depicting the Agency's total organization for personnel management.

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4. The informal survey of training needs in the Office of Personnel is nearing completion. During the past week, [ ] interviewed three Office of Personnel Division Chiefs. Reports on those interviews have been drafted.

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5. [ ] contacted [ ] Executive Officer, Office of Logistics for the purpose of discussing the accomplishments and duties performed by [ ] as instructor in the field of Logistics in OTR. [ ] recommended that memorandum be directed to him outlining said accomplishments and duties for the past two years. This memorandum

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has been prepared and is ready for transmittal.

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6.  is attending Intelligence Orientation No. 16.



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